

A RESOLUTION BY

FINANCE/ EXECUTIVE COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR/ DESIGNEE TO EXECUTE A CONTRACT FOR FC-4972 ON BEHALF OF THE DEPARTMENT OF FINANCE WITH IRON MOUNTAIN FOR THE PURPOSE OF PROVIDING FOR THE REMOVAL OF ALL RECORDS FROM CITY HALL EAST AND TO STORE THE CITY'S RECORDS IN ACCORDANCE WITH THE VARIOUS APPROVED RETENTION SCHEDULES IN AN AMOUNT NOT TO EXCEED \$235,000 TO BE CHARGED TO AND PAID FROM 1001 (GENERAL FUND) 100304 (NDP RECORDS MANAGEMENT) 5212001 (CONSULTANT/PROFESSIONAL SERVICES) 1580000 (OFFICE OF RECORDS MANAGEMENT); AND FOR OTHER PURPOSES.

WHEREAS, Article XIV, RECORDS MANAGEMENT establishes a Records Management Administrative Committee to oversee records management for all types of records required to be stored by the City; and

WHEREAS, The committee is made up of representatives of the Municipal Clerk, Executive Office, Finance Department, Law Department and Department of Information Technology and is chaired by the Finance Department; and

WHEREAS, Records Management Administrative Committee, through the Finance Department, issued an RFP, FC-4972 for the outsourcing of records management for the City of Atlanta; and

WHEREAS, The Records Management Administrative Committee after an extensive review voted to move forward with a recommendation of Iron Mountain; and

WHEREAS, the records management administrative committee, established by Article XIV, RECORDS MANAGEMENT, has voted to move forward with a recommendation of Iron Mountain; and

WHEREAS, the City of Atlanta (the "City") did solicit from qualified firms proposals for FC-4972, the outsourcing of records management for the City of Atlanta, on behalf of the Department of Finance, to assist the City with removal and storage of City records currently maintained at City Hall East; and,

WHEREAS, in accordance with the guidelines contained in the Procurement Code, the bid for FC-4972 was properly awarded to Iron Mountain;

WHEREAS, in accordance with the guidelines contained in the Procurement Code, the bid for FC-4972 was properly awarded to Iron Mountain;

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor or her designee be and is hereby authorized to enter into an Agreement with Iron Mountain, to provide for the removal of all records from City Hall East and to store the City's records in accordance with the various retention schedules.

BE IT FURTHER RESOLVED, that the financial impact of any such agreement not exceed \$235,000 as included in the FY 2010 General Fund Budget; and

BE IT FURTHER RESOLVED, that the term shall be for a period of 10 (ten) years with 2 (two) 5 (five) year renewal options; and

BE IT FURTHER RESOLVED, that the Chief Procurement Officer be and hereby is directed to prepare said Contract for execution by the Mayor, to be approved as to form by the City Attorney.

BE IT FURTHER RESOLVED, that all said services for said contract shall not become binding on the City of Atlanta, and the City of Atlanta shall incur no liability nor obligation as to said Contract until the same has been signed by the Mayor and delivered to the contracting party.

BE IT FURTHER RESOLVED, that funds made available for payment in connection with services of said contracted work shall be deposited into 1001 (General Fund) 100304 (NDP Records Management) 5212001 (Consultant/Professional Services) 1580000 (Office of Records Management).



CITY OF ATLANTA

Shirley Franklin
Mayor

SUITE 1790
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPB
Chief Procurement Officer
asmith@atlantaga.gov

August 5, 2009

Ms. Heather Shirley
Sales Representative
Iron Mountain
660 Distribution Drive, SW
Atlanta, GA 30336

VIA CERTIFIED MAIL

RETURN RECIEPT NO.: 7004 1160 0007 0355 2274

Re: FC-4972, Records Storage Management

Dear Ms. Shirley:

Congratulations. The City of Atlanta (the "City") has completed its evaluation for the above-referenced project. Based on the information submitted, and the evaluation criteria established for this project, your firm has been recommended as the most responsive and responsible firm.

If you have any questions regarding this matter, please contact Ms. Elsa D. Castro, Contracting Officer, at (404) 330-6426. Thank you for your participation in the City's procurement process and your interest in doing business with the City.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam L. Smith", followed by a stylized flourish or initials.

Adam L. Smith

ALS/edc

MS. ELSA D. CASTRO
CONTRACTING OFFICER

TOTAL NUMBER OF PROPONENTS:

CITY OF ATLANTA
DEPT. OF PROCUREMENT
09 JUN 10 PM 1:59

THE RESULTS RECEIVED IN RESPONSE TO THIS SOLICITATION DO NOT REFLECT AWARD OF THIS CONTRACT. RESPONSES WILL BE FURTHER EVALUATED BY THE CITY OF ATLANTA.



ATLANTA
PROCUREMENT

JUL 22 PM 3:11

CITY OF ATLANTA

SUITE 1700
55 TRINITY AVENUE, SW
ATLANTA, GA 30303

(404) 330-6010 Fax: (404) 658-7359
Internet Home Page: www.atlantaga.gov

Shirley Franklin
Mayor

OFFICE OF CONTRACT COMPLIANCE
Hubert Owens
Director
howens@atlantaga.gov

MEMORANDUM

TO: Adam L. Smith Esq.
Chief Procurement Officer

FROM: Hubert Owens
Director – Office of Contract Compliance

RE: FC# 4972, Records Storage Management

DATE: July 22, 2009

The Office of Contract Compliance has evaluated two (2) Proposals for minority and female business enterprise participation. Both proponents are eligible under Section 2-1449(a) (2) (C) and both have been deemed responsive by the Office of Contract Compliance. For your information, the proponents have committed to utilizing AABE's, FBE's, HBE's, and ABE's as indicated below:

GRM Information Management Services		15 pts
Staffing Resources, Inc.	FBE	4%
Norris Sapp, Inc.	AABE	21%
Total Participation		25%

Iron Mountain Records Management		15 pts
Staffing Resources, Inc.	FBE	4%
Decatur Atlanta Printing	ABE	20%
Total Participation		24%

If you have questions, please contact me at (404) 330-6010 or Tracy Reed at (404) 330-6011.

cc: File
Elsa D. Castro, DOP

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview:

Caption:

Council Meeting Date:

Requesting Dept.:

FAC Confirmed by:

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.

With the sale of City Hall East, the City will no longer have an in-house facility to maintain and store records for the city. The purpose of this legislation is to authorize the Mayor or her designee to negotiate a contract with Iron Mountain for the removal of all records from City Hall East and to Store the City's records in accordance with the various approved retention schedules.

2. Please provide background information regarding this legislation.

Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.

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Department, issued an RFP, FC-4972 for the outsourcing of records management for the City of Atlanta. After an extensive review, the Records Management Administrative Committee voted to move forward with a recommendation of Iron Mountain.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services
- (b) **Source Selection:** RFP
- (c) **Bids/Proposals Due:**
- (d) **Invitations Issued:**
- (e) **Number of Bids:** 2
- (f) **Proposals Received:** 2
- (g) **Bidders/Proponents:**
- (h) **Term of Contract:** 10 Years with 2(5) Year Renewal Options

4. Fund Account Center (Ex. Name and number): 1001 (General Fund) 100304 (NDP Records Management) 5212001 (Consultant/Professional Services) 1580000(Office of Records Management).

Fund: _____ **Account:** _____ **Center:** _____

5. Source of Funds: Example: Local Assistance Grant

6. Fiscal Impact: \$ 235,000 including move costs

Example: This legislation will result in a reduction in the amount of _____ to Fund Account Center Number _____.

7. Method of Cost Recovery:

Examples:

- a. Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: Margaret A. Crenshaw

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: LaShawn Gardiner

Contact Number: (404) 330-6449

Originating Department: Department of Finance


Committee(s) of Purview: Finance/Executive Committee

Chief of Staff Deadline: 8-18-2009

Anticipated Committee Meeting Date(s): September 1-2, 2009

Anticipated Full Council Date: September 8, 2009

Legislative Counsel's Signature: Jack Tilson

Commissioner Signature: 

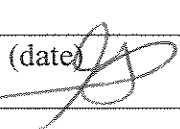
Chief Procurement Officer Signature: 

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR/ DESIGNEE TO EXECUTE A CONTRACT FOR FC-4972 ON BEHALF OF THE DEPARTMENT OF FINANCE WITH IRON MOUNTAIN FOR THE PURPOSE OF PROVIDING FOR THE REMOVAL OF ALL RECORDS FROM CITY HALL EAST AND TO STORE THE CITY'S RECORDS IN ACCORDANCE WITH THE VARIOUS APPROVED RETENTION SCHEDULES IN AN AMOUNT NOT TO EXCEED \$235,000 TO BE CHARGED TO AND PAID FROM 1001 (GENERAL FUND) 100304(NDP RECORDSMANAGEMENT) 5212001(CONSULTANT/PROFESSIONAL SERVICES)1580000 (OFFICE OF RECORDS MANAGEMENT); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any):

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____
(date) 8/20/09 (date) 
Received by Mayor's Office: _____ Reviewed by: _____
(date) (date)
Submitted to Council: _____
(date)